



## **East Catholic High School Accounting Manager Job Posting**

### *Mission Statement:*

*East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic tradition and the charism of the Sisters of Notre Dame de Namur, we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.*

**Job Title:** Accounting Manager

**Location:** East Catholic High School - Manchester, CT

**Job Type:** Full-Time on site

**Salary Range:** Competitive

**Reports To:** Business Manager

### **About the Role**

We are seeking a detail-oriented and strategic **Accounting Manager** to facilitate our accounting operations and ensure financial accuracy and compliance.

### **Key Responsibilities**

- Manage daily accounting activities ensuring the accuracy of general ledger activities and financial records; and prepare and review monthly, quarterly, and annual financial statements
- Maintain timely account reconciliation, financial records and reporting specifically for not-for-profit funds
- Ensure compliance with U.S. GAAP and internal policies
- Coordinate audits and liaise with external auditors
- Develop and implement accounting policies and procedures
- Support budgeting and forecasting processes
- Analyze financial data to identify trends and opportunities

## **Qualifications**

- Bachelor's degree in Accounting or Finance (CPA preferred)
- 5+ years of progressive accounting experience
- Experience with not-for-profit accounting
- Strong knowledge of U.S. GAAP and financial reporting
- Proficiency in accounting software (e.g., Blackbaud, NXT, preferred)
- Excellent analytical, organizational, and communication skills
- Ability to manage multiple priorities and meet deadlines

## **What We Offer**

- Competitive salary
- Health, dental, and vision insurance
- 401(k) with company match
- Generous PTO and paid holidays
- Professional development opportunities
- Collaborative and inclusive work culture